

What is claimed is:

1. A method of invoice entry, comprising the steps of:

entering data from an invoice, by a first person, into a first database having a status indicator associated with said data from said invoice, and setting said status indicator to entered;

entering a subset of said data from said invoice, by a second person different from said first person, into said database;

matching said subset of said data entered by said second person with said data entered by said first person and highlighting any unmatched entries;

either re-entering said unmatched entries by said second person and changing said status indicator to audit passed, or setting said status indicator to audit failed, or setting said status indicator to audit passed if there are no unmatched entries; and

either posting said entered invoice data by said first person, to a second database, if said status indicator is audit passed, or re-entering said unmatched entries by said first person, changing said status indicator to re-entered and thereafter proceeding to said matching step, or changing said status indicator, by said first person to cancel.

1 2. The method of claim 1, wherein said data from said invoice is
2 entered by said first person into a plurality of fields.

1 3. The method of claim 1, wherein said subset of said data from
2 said invoice is entered by said second person into a plurality of
3 fields.

1 4. The method of claim 1, wherein said data from said invoice is
2 entered into a plurality of fields and said fields are selected
3 from the group consisting of document number, invoice number,
4 invoice date, purchase order number, baseline date, amount,
5 terms, and vendor number.

1 5. The method of claim 1, wherein said setting said status
2 indicator to audit failed further comprises specifying a reason.

1 6. The method of claim 5, wherein said specifying a reason
2 further comprises selecting a specify reason push button.

1 7. The method of claim 1, further comprising entering a user
2 identification by said second person for providing an audit
3 trail.

1 8. An invoice entry system, comprising:

2 means for entering data from an invoice, by a first person, into
3 a first database having a status indicator associated with said
4 data from said invoice, and setting said status indicator to
5 entered;

6 means for entering a subset of said data from said invoice, by a
7 second person different from said first person, into said
8 database;

9 means for matching said subset of said data entered by said
10 second person with said data entered by said first person and
11 highlighting any unmatched entries;

12 means for either re-entering said unmatched entries by said
13 second person and changing said status indicator to audit passed,
14 or setting said status indicator to audit failed, or setting said
15 status indicator to audit passed if there are no unmatched
16 entries; and

17 means for either posting said entered invoice data by said first
18 person, to a second database, if said status indicator is audit
19 passed, or re-entering said unmatched entries by said first
20 person, changing said status indicator to re-entered and
21 thereafter proceeding to said matching step, or changing said
22 status indicator, by said first person to cancel.

1 9. The system of claim 8, wherein said means for entering data
2 from said invoice further comprises means for entering said data
3 into a plurality of fields.

1 10. The system of claim 8, wherein said means for entering said
2 subset of said data from said invoice further comprises means for
3 entering said subset of said data into a plurality of fields.

1 11. The system of claim 10, wherein said fields are selected from
2 the group consisting of document number, invoice number, invoice
3 date, purchase order number, baseline date, amount, terms, and
4 vendor number.

1 12. The system of claim 8, wherein said means for setting said
2 status indicator to audit failed further comprises means for
3 specifying a reason.

1 13. The system of claim 12, further comprising a specify reason
2 push button.

1 14. The system of claim 8, further comprising means for entering
2 a user identification by said second person for providing an
3 audit trail.

1 15. A computer program product for instructing a processor to
2 enter invoices, said computer program product comprising:

3 a computer readable medium;

4 first program instruction means for entering data from an
5 invoice, by a first person, into a first database having a status
6 indicator associated with said data from said invoice, and
7 setting said status indicator to entered;

8 second program instruction means for entering a subset of said
9 data from said invoice, by a second person different from said
10 first person, into said database;

11 third program instruction means for matching said subset of said
12 data entered by said second person with said data entered by said
13 first person and highlighting any unmatched entries;

14 fourth program instruction means for either re-entering said
15 unmatched entries by said second person and changing said status
16 indicator to audit passed, or setting said status indicator to
17 audit failed, or setting said status indicator to audit passed if
18 there are no unmatched entries; and

19 fifth program instruction means for either posting said entered
20 invoice data by said first person, to a second database, if said
21 status indicator is audit passed, or re-entering said unmatched
22 entries by said first person, changing said status indicator to
23 re-entered and thereafter proceeding to said matching step, or

